

ELECTRONIC BASED DISTRIBUTED LEARNING

Overview

Introduction This guide provides the procedures for SPO's to enter and remove Reserve members EBDL courses (previously known as correspondence courses) authorized by COMDT (CG-131) in Direct Access.

Reference Reserve Policy Manual, COMDTINST M1000.28(series)

Contents

Topic	See Page
Entering Electronic Based Distributed Learning (EBDL) Courses	2
Removing Electronic Based Distributed Learning (EBDL) Courses	5
Verifying Payment of Electronic Based Distributed Learning Courses in DA	9

Entering Electronic Based Distributed Learning (EBDL) Courses

Introduction

This guide provides the procedures for SPO's to enter Reserve members EBDL courses (previously known as correspondence courses) authorized by COMDT (CG-131) in Direct Access.

Before you Begin

Only EBDL courses that are authorized by COMDT (CG-131) for Points and/or Pay are to be entered into Direct Access by the SPO.

Only courses completed on or after 12 December 2016 are authorized for Points and Pay. The current approved EBDL courses authorized by the Office of Reserve Affairs are posted on Commandant (CG-131) web page. [EBDL Course List](#)

Servicing Personnel Office's shall review the courses authorized prior to entering any completion for Points and/or Pay in Direct Access.

Procedures


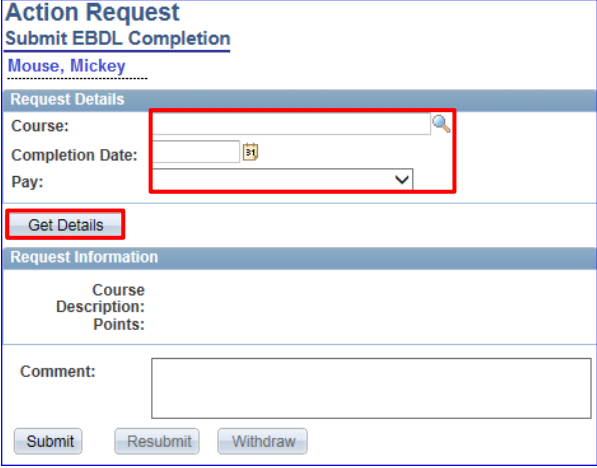
See below.

Step	Action
1	<p>Select the EBDL Completion link from the Requests tab.</p>  <p>The screenshot shows a web interface with a top navigation bar containing 'My Page', 'Self Service', and 'Requests'. The 'Requests' tab is selected. Below the navigation bar, there are two main sections: 'Self Service Requests' and 'Payroll Requests'. The 'Self Service Requests' section contains links for 'Submit an Absence Request', 'Submit a Delegation Request', and 'Submit a Drill Request'. The 'Payroll Requests' section contains a list of links including 'View My Requests', 'Absence Request', 'Civilian Clothing Allowance', 'Suppl Clothing Allowance', 'Officer Uniform Allowance', 'Diving Duty Pay', 'Foreign Language Pay', 'Hazardous Duty Pay', 'Family Separation Allowance', 'Advance Pay', 'Advance Liquidation Schedule', 'SDAP', 'Meal Rate', 'Cadet ICA', 'Hostile Fire Pay', 'Combat Tax Exclusion', 'Career Sea Time', 'Career Sea Time Override', 'Career Sea Pay Premium', 'Balance Adjustment', 'Hardship Duty Pay', 'Pay Corrections', 'Responsibility Pay Override', 'Career Sea Pay on TDY', 'Approved Absence Corrections', 'Cadet COMRATS', 'PHS Installment Special Pay', 'PHS Monthly Special Pay', and 'EBDL Completion'. The 'EBDL Completion' link is highlighted with a red box.</p>

Continued on next page

Entering Electronic Based Distributed Learning (EBDL) Courses, Continued

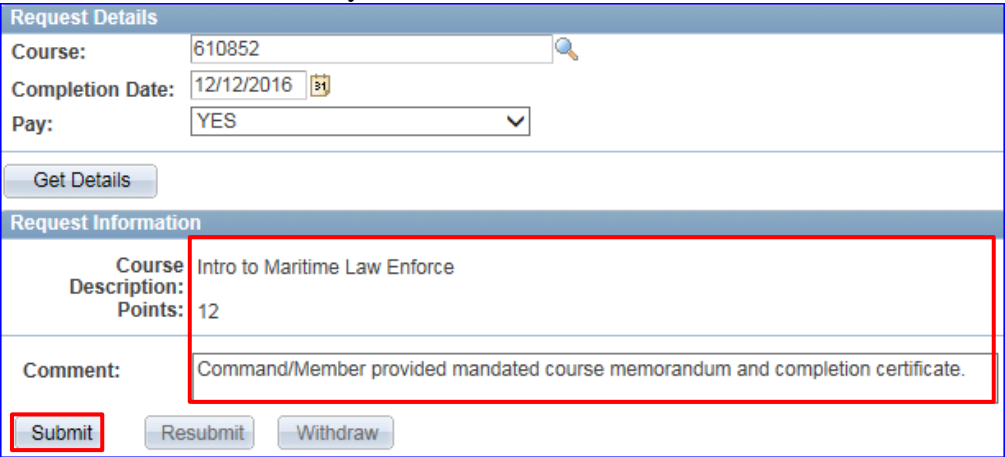
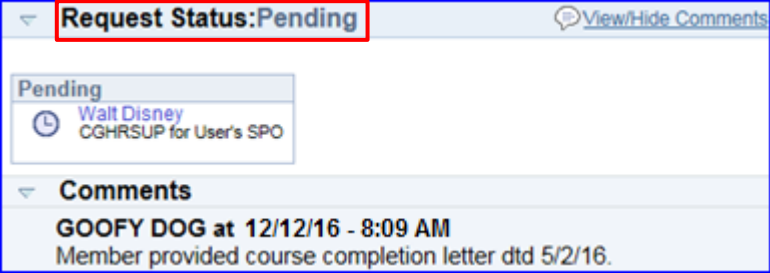
Procedures,
continued

Step	Action						
2	<p>Enter the members Empl ID and click the ADD button.</p> 						
3	<p>The Action Request page will display.</p>  <ul style="list-style-type: none"> • Course: Click the Course lookup icon and select the appropriate course. • Completion Date: Enter the completion date from the course completion notification letter. • Pay: <table border="1"> <thead> <tr> <th>If</th><th>Then</th></tr> </thead> <tbody> <tr> <td>EBDL course for Points Only</td><td>Click the Pay drop-down and select NO.</td></tr> <tr> <td>EBDL course for Points and Pay</td><td> <p>Click the Pay drop-down and select YES. SPO's must ensure the following:</p> <ul style="list-style-type: none"> • Receive Command Memorandum for the mandated course • Verify course is approved for pay • Receive the completion certificate • Fulfill any additional requirements indicated for the specific course on the following website: https://www.uscg.mil/hq/cg1/cg131/cg-1311/rrp_ebdL.asp. </td></tr> </tbody> </table> <p>When finished, click the Get Details button.</p>	If	Then	EBDL course for Points Only	Click the Pay drop-down and select NO.	EBDL course for Points and Pay	<p>Click the Pay drop-down and select YES. SPO's must ensure the following:</p> <ul style="list-style-type: none"> • Receive Command Memorandum for the mandated course • Verify course is approved for pay • Receive the completion certificate • Fulfill any additional requirements indicated for the specific course on the following website: https://www.uscg.mil/hq/cg1/cg131/cg-1311/rrp_ebdL.asp.
If	Then						
EBDL course for Points Only	Click the Pay drop-down and select NO.						
EBDL course for Points and Pay	<p>Click the Pay drop-down and select YES. SPO's must ensure the following:</p> <ul style="list-style-type: none"> • Receive Command Memorandum for the mandated course • Verify course is approved for pay • Receive the completion certificate • Fulfill any additional requirements indicated for the specific course on the following website: https://www.uscg.mil/hq/cg1/cg131/cg-1311/rrp_ebdL.asp. 						

Continued on next page

Entering Electronic Based Distributed Learning (EBDL) Courses, Continued

Procedures,
continued

Step	Action
4	<p>The Details for the course selected will populate. In this example, the course is authorized Points and Pay.</p>  <p>Comments: Enter reference information for validating the course completion. When finished, click the Submit button.</p>
5	<p>The Action Request has been forwarded to the SPO Auditor for approval.</p> 
6	<p>After SPO Auditor approval, the course will be listed in the Courses and Training section of the members Person Profile.</p>


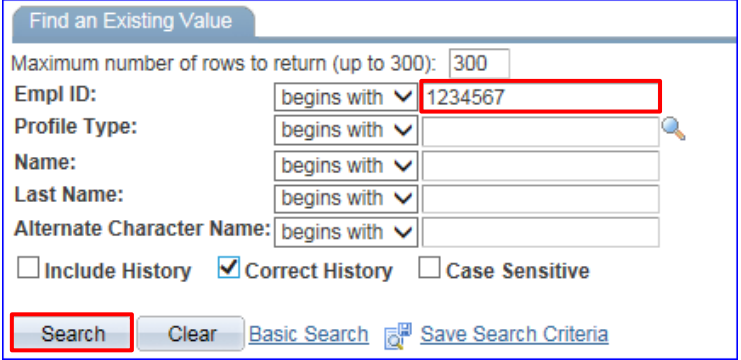
Removing Electronic Based Distributed Learning (EBDL) Courses

Introduction This guide provides the procedures for SPO's to remove Reserve members EBDL courses (also known as correspondence courses) in Direct Access.

Before you Begin Verify the course to remove is recorded in the members Personal Profile.

The Remove EBDL Completion will only delete courses that are already posted to a members Courses and Training section of their Personal Profile page in Direct Access.

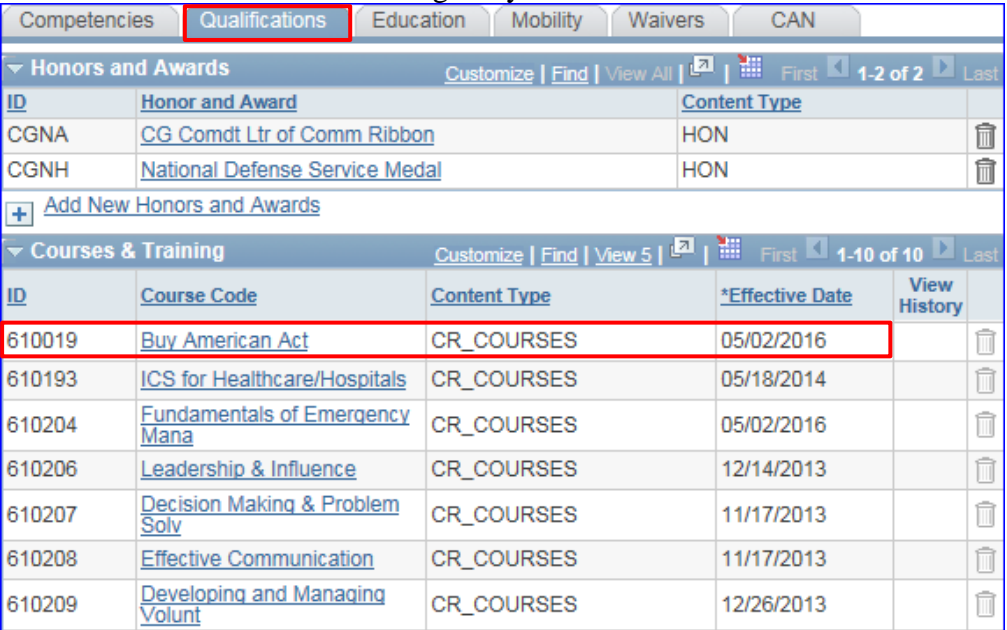
Procedures See below.

Step	Action
1	<p>Verify the EBDL course to be deleted had been recorded in a members Personal Profile in Direct Access.</p> <p>Select the Person Profiles link in the Person Profile pagelet</p> 
2	<p>Enter the members Empl ID then click the Search button.</p> 

Continued on next page

Removing Electronic Based Distributed Learning (EBDL) Courses, Continued


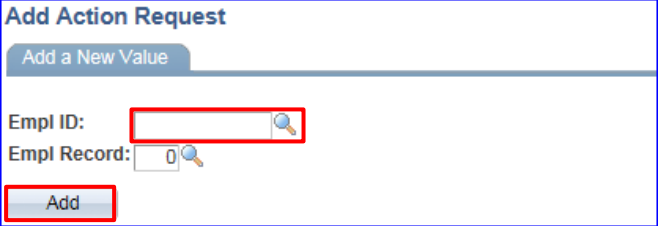
Procedures,
continued

Step	Action
3	<p>The course to be removed is listed in the members Courses and Training section of the Qualifications tab. You will need to note the course ID and Effective Date the course was originally entered.</p>  <p>After noting the necessary information, return to the Requests tab.</p>

Continued on next page

Removing Electronic Based Distributed Learning (EBDL) Courses, Continued

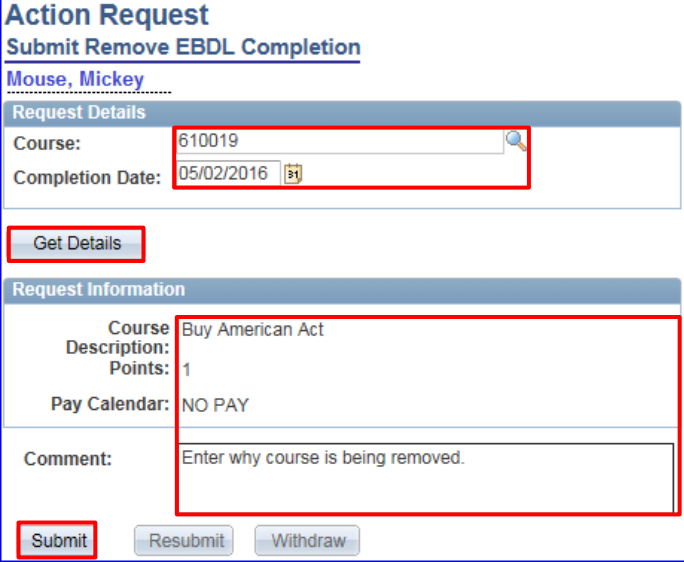
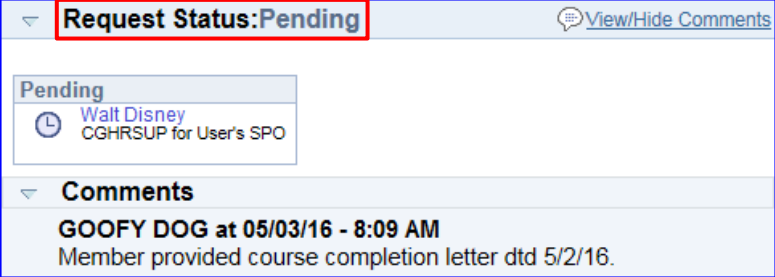
Procedures,
continued

Step	Action
4	<p>Select the Remove EBDL Completion link.</p> 
5	<p>Enter the members Empl ID and click the ADD button.</p> 

Continued on next page

Removing Electronic Based Distributed Learning (EBDL) Courses, Continued

Procedures,
continued

Step	Action
6	<p>The Action Request page to Remove EBDL Completion will display.</p>  <ul style="list-style-type: none"> • Course: Enter the course ID number noted in the previous steps. • Completion Date: Enter the completion date previously entered. Then click the Get Details button. <p>The Request Information section will display the data previously entered using the EBDL Completion process.</p> <p>Enter the reason the course is being removed in the Comment section. Then click the Submit button.</p>
7	<p>The Action Request has been forwarded to the SPO Auditor for approval.</p> 


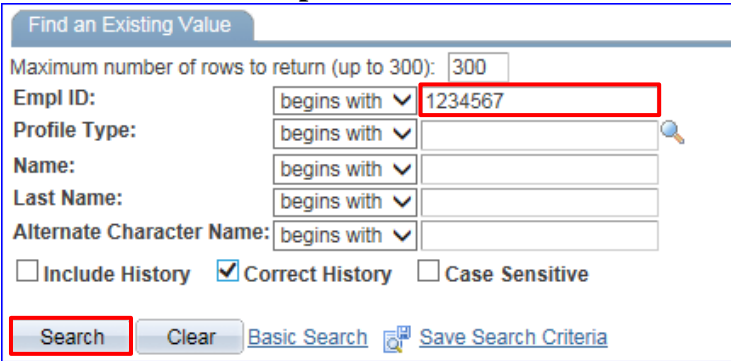
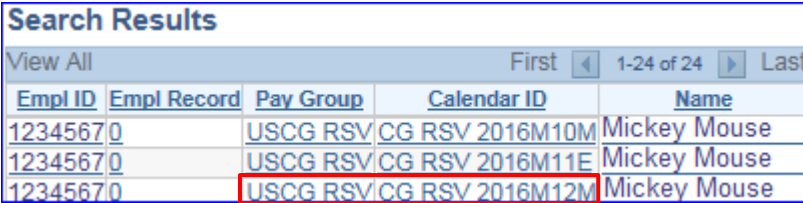
Verifying Payment of Electronic Based Distributed Learning Courses in DA

Information This guide provides the procedures for SPOs to verify processing of Reserve members EBDL courses (also known as correspondence courses) in Direct Access.

After the EBDL has been approved by the Payment Authorizing Official, SPOs should verify the correct number of course points were credited and that payment processed accurately.

EBDL Courses for Points and Pay are processed as an IDT Drill and paid as a One Time Positive Input in Direct Access.

Procedures See below.

Step	Action
1	<p>Select the One Time (Positive input) link from the Pay Processing Shortcuts pagelet.</p> 
2	<p>Enter the members Empl ID then click the Search button.</p> 
3	<p>Select the Calendar ID the EBDL was processed. In this example, click the CG RSV 2016M12M calendar.</p> 

Continued on next page

Verifying Payment of Electronic Based Distributed Learning Courses in DA, Continued

Procedures,
continued

Step

Action

4

The OTPI will display. Click on the **Expand All** link.

One Time (Positive Input)

Employee ID: 1234567

Name: Mickey Mouse

Empl Record: 0

Pay Group: USCG RSV

Description: USCG Reservist

Pay Entity: USCG

Calendar ID: CG RSV 2016M12M

Begin Date: 12/01/2016

End Date: 12/15/2016

This Calendar is finalized. Any changes will be considered during retro processing.

Earnings and Deductions

Customize | Find | View All | First 1 of 1 Last

Action

Main Components

Source

Entry Type

Element Name

Element Description

Instance

Action Type

Earnings

IDT DRILL

Inactive Duty for Training

1

Add

Save

Return to Search

Previous in List

Next in List

Notify

Refresh

5

All data fields will display. Click the Details Icon.

One Time (Positive Input)

Employee ID: 1234567

Name: Mickey Mouse

Empl Record: 0

Pay Group: USCG RSV

Description: USCG Reservist

Pay Entity: USCG

Calendar ID: CG RSV 2016M12M

Begin Date: 12/01/2016

End Date: 12/15/2016

This Calendar is finalized. Any changes will be considered during retro processing.

Earnings and Deductions

Customize | Find | View All | First 1 of 1 Last

Entry Type

Element Name

Element Description

Instance

Action Type

Unit

Rate

Amount

Currency Code

Details

Updated By User

Last Update Date/Time

Batch Code

Earnings

IDT DRILL

Inactive Duty for Training

1

Add

12.000000

USD

7654321

12/13/2016 7:45:08AM

Continued on next page

Verifying Payment of Electronic Based Distributed Learning Courses in DA, Continued


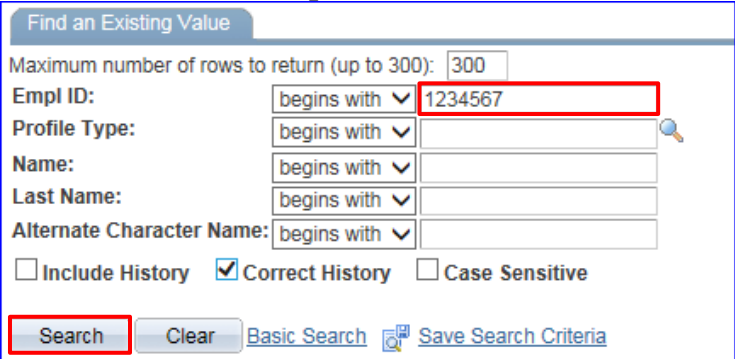
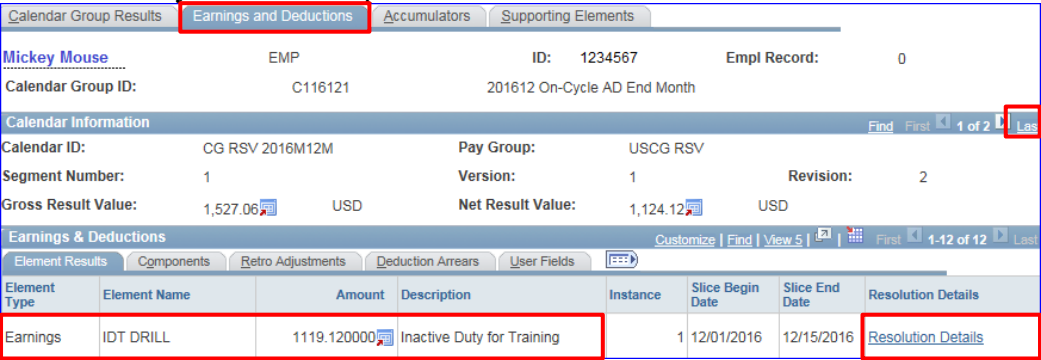
Procedures,
continued

Step	Action																																																																		
6	<p>The OTPI Details will display.</p> <div><p><u>One Time (Positive Input)</u></p><p>Positive Input - Details</p><table><tr><td>Employee ID:</td><td>1234567</td><td>Name:</td><td><u>Mickey Mouse</u></td><td>Empl Record:</td><td>000</td></tr><tr><td>Pay Group:</td><td>USCG RSV</td><td>Description:</td><td>USCG Reservist</td><td></td><td></td></tr><tr><td>Calendar ID:</td><td>CG RSV 2016M12M</td><td>Begin Date:</td><td>12/01/2016</td><td>End Date:</td><td>12/15/2016</td></tr><tr><td>Element:</td><td>IDT DRILL</td><td>Element Name:</td><td>Inactive Duty for Training</td><td>Instance:</td><td>001</td></tr></table><p>▼ Specify Values OR Elements</p><table><tr><td>Unit Value:</td><td>12.000000</td><td>Unit Element:</td><td></td></tr><tr><td>Rate Value:</td><td></td><td>Rate Element:</td><td></td></tr><tr><td>Base Value:</td><td></td><td>Base Element:</td><td></td></tr><tr><td>Percent Value:</td><td></td><td>Percent Element:</td><td></td></tr><tr><td>Amount Value:</td><td></td><td>Amount Element:</td><td>Currency</td></tr><tr><td>Begin Date:</td><td>12/12/2016</td><td>End Date:</td><td>12/12/2016</td></tr></table><p>▼ Absence Dates</p><table><tr><td>Absence Begin Date:</td><td></td><td>Absence End Date:</td><td></td></tr><tr><td>Period Begin Date:</td><td></td><td>Period End Date:</td><td></td></tr></table><p>▼ Other Data</p><table><tr><td>Batch Code:</td><td></td><td>Description of PI:</td><td></td></tr></table><p>▼ Supporting &Element Overrides</p><table><tr><td>Business Unit:</td><td>ENLCG</td></tr></table><p>Required Fields</p><table><tr><td>Drill Type:</td><td>EBDL</td></tr><tr><td>Drill Department:</td><td>610852</td></tr></table><p>OK Cancel Refresh</p></div> <p>The following fields identify:</p> <ul style="list-style-type: none">• Unit Value – The number of points for pay.• Begin Date – Date the EBDL was entered.• Drill Type – This was an EBDL entry.• Drill Department – The Course Code.	Employee ID:	1234567	Name:	<u>Mickey Mouse</u>	Empl Record:	000	Pay Group:	USCG RSV	Description:	USCG Reservist			Calendar ID:	CG RSV 2016M12M	Begin Date:	12/01/2016	End Date:	12/15/2016	Element:	IDT DRILL	Element Name:	Inactive Duty for Training	Instance:	001	Unit Value:	12.000000	Unit Element:		Rate Value:		Rate Element:		Base Value:		Base Element:		Percent Value:		Percent Element:		Amount Value:		Amount Element:	Currency	Begin Date:	12/12/2016	End Date:	12/12/2016	Absence Begin Date:		Absence End Date:		Period Begin Date:		Period End Date:		Batch Code:		Description of PI:		Business Unit:	ENLCG	Drill Type:	EBDL	Drill Department:	610852
Employee ID:	1234567	Name:	<u>Mickey Mouse</u>	Empl Record:	000																																																														
Pay Group:	USCG RSV	Description:	USCG Reservist																																																																
Calendar ID:	CG RSV 2016M12M	Begin Date:	12/01/2016	End Date:	12/15/2016																																																														
Element:	IDT DRILL	Element Name:	Inactive Duty for Training	Instance:	001																																																														
Unit Value:	12.000000	Unit Element:																																																																	
Rate Value:		Rate Element:																																																																	
Base Value:		Base Element:																																																																	
Percent Value:		Percent Element:																																																																	
Amount Value:		Amount Element:	Currency																																																																
Begin Date:	12/12/2016	End Date:	12/12/2016																																																																
Absence Begin Date:		Absence End Date:																																																																	
Period Begin Date:		Period End Date:																																																																	
Batch Code:		Description of PI:																																																																	
Business Unit:	ENLCG																																																																		
Drill Type:	EBDL																																																																		
Drill Department:	610852																																																																		

Continued on next page

Verifying Payment of Electronic Based Distributed Learning Courses in DA, Continued

Procedures,
continued

Step	Action
7	<p>After the pay cycle has processed, view the payment in the Pay Calculation Results. Select the Pay Calculation Results link from the Pay Processing Shortcuts pagelet.</p> 
8	<p>Enter the member's Empl ID then click the Search button.</p> 
9	<p>Click the Earnings and Deductions tab, then click Last. The EBDL shows up as an IDT Drill. If more than one IDT Drill exists, click the Resolution Details link to identify which one represents the EBDL.</p> 

Continued on next page

Verifying Payment of Electronic Based Distributed Learning Courses in DA, Continued

Procedures,
continued

Step	Action																																									
10	<p>The Element Resolution Details will display.</p> <div><p><u>Results by Calendar Group</u></p><p>Element Resolution Details</p><table><tr><td>Empl ID:</td><td>1234567</td><td>Name:</td><td>Mickey Mouse</td><td>Empl Record:</td><td>0</td></tr><tr><td>Element:</td><td>IDT DRILL</td><td>Element:</td><td>Inactive Duty for Training</td><td></td><td></td></tr><tr><td>Segment:</td><td>1</td><td>Instance:</td><td>3</td><td></td><td></td></tr></table><p>Component and Retro Adj Detail</p><table><tr><td>ED Instance:</td><td>0</td><td>PI Instance:</td><td>3</td><td><input type="checkbox"/> Driver Exists</td></tr><tr><td>Amount:</td><td>1119.120000</td><td>Amount Source:</td><td>Rule Definition</td><td>Amount Adj:</td><td>0.000000</td></tr><tr><td>Rate:</td><td>93.260000</td><td>Rate Source:</td><td>Rule Definition</td><td></td><td></td></tr><tr><td>Unit:</td><td>12.000000</td><td>Unit Source:</td><td>Positive Input</td><td></td><td></td></tr></table><p>Return</p></div> <p>The Details will identify:</p> <ul style="list-style-type: none">• Amount: Total payment calculated for the EBDL course.• Rate: The pay rate applied in the calculations (member’s daily IDT pay rate).• Unit: Total number of Points for Pay associated with the EBDL.	Empl ID:	1234567	Name:	Mickey Mouse	Empl Record:	0	Element:	IDT DRILL	Element:	Inactive Duty for Training			Segment:	1	Instance:	3			ED Instance:	0	PI Instance:	3	<input type="checkbox"/> Driver Exists	Amount:	1119.120000	Amount Source:	Rule Definition	Amount Adj:	0.000000	Rate:	93.260000	Rate Source:	Rule Definition			Unit:	12.000000	Unit Source:	Positive Input		
Empl ID:	1234567	Name:	Mickey Mouse	Empl Record:	0																																					
Element:	IDT DRILL	Element:	Inactive Duty for Training																																							
Segment:	1	Instance:	3																																							
ED Instance:	0	PI Instance:	3	<input type="checkbox"/> Driver Exists																																						
Amount:	1119.120000	Amount Source:	Rule Definition	Amount Adj:	0.000000																																					
Rate:	93.260000	Rate Source:	Rule Definition																																							
Unit:	12.000000	Unit Source:	Positive Input																																							